				_	Do Not C	OMPLET	E – For B	DARD U	SE ONI	LY									
FEE PAID: \$				DEPOSIT DA	TE:		Check			□ Charge Proc				By:					
					200	9 RENE	WAL <b>A</b> P	LICATI	ON										
Lic	CENSE #:					RENEWAL FEES													
								GENERAL CERTIFIED						\$275.00					
Name:						_	RESIDENTIAL CERTIFIED						\$275.00						
							STATE LICENSED						\$275.00						
Mailing Address:								PROVISIONAL (TRAINEE)							\$250.00				
					RENEWALS POSTMARKED <u>AFTER</u> JUNE 1, 2009 WILL PAY AN ADDITIONAL \$50 LATE FEE.														
YES NO									L										
Since filing your 2008 renewal or the original issue date of your Kansas license/certificate, have you estate appraiser license or certification suspended, revoked, placed on probation, or otherwise discindiction other than Kansas? (If answered "yes," you must attach a detailed explanation of the action taken, the state in whif all requirements of the disciplinary action have been met.)													isciplir	ed in	a juris-				
	Since filing your 2008 renewal or the original issue date of your Kansas license/certificate, have you pled guilty or no contendere to, or had a conviction of: (A) forgery, embezzlement, obtaining money under false pretenses, larced extortion, conspiracy to defraud or any other similar offense; (B) a crime involving moral turpitude; or (C) any felocharge. (If answered "yes," you must attach a detailed explanation of the action taken, the state in which it was taken and if a final judgment been made.)															arceny, / felony			
	To your knowledge, is there a disciplinary action being investigated or pending against you in a jurisdiction other than Kansas? (If answered "yes," you must attach a detailed explanation of the complaint, the state in which it was filed and the current status of same.)																		
Since filing your 2008 renewal or the original issue date of your Kansas license/certificate, has a final civil been entered against you on the grounds of financial misrepresentation or deceit in the making of any apprain property? (If answered "yes," you must attach a detailed explanation of the civil action taken, the state in which it was taken and a judgment.)													oraisa	l of real					
CONTINUING EDUCATION LOG  SEE INSTRUCTIONS ON REVERSE FOR COMPLETING THE LOG																			
	DATE	С	N-LINE OR	LOCATION	_		LVEROL I ON	OOWII LLII					Цопре						
COMPLETED		С	LASSROOM	(CLASSROOM ONLY)	PROVIDI	Provider			Course Title							Hours			
I HEREBY ATTEST THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.																			
DATE SIGNED SIGNATURE OF APPRAISER																			
	U Visa	а [	MASTERC	ARD DISCOVER															
	Expirati	ON:	Me	Ү НТИС	EAR:		Амои	IT OF CHA	.RGE: \$_							=			
	PRINT CARDHOLDER'S NAME  CARDHOLDER'S SIGNATURE															-			

# RENEWAL INSTRUCTIONS

## **CONTINUING EDUCATION REQUIREMENTS**

All appraisers originally licensed in Kansas on and after December 29, 2008, will be required to log 2 hours of approved continuing education, completed on or after your original Kansas license date (whichever is later). Your original license date in Kansas has been noted under your name and address on the face of the renewal application.

- DO NOT attach copies of your certificates of completion. These are submitted <u>only</u> if you are audited.
- DO NOT log courses completed prior to your first license date in Kansas.
- PLEASE print or type.
- Verify the course information you have logged against your certificates of completion prior to submitting the renewal.

#### COMPLETING THE CONTINUING EDUCATION LOG

- Date Completed: Use the following format: MM/DD/YYYY
- On-Line or Classroom: Show OL for On-Line or C for Classroom
- Location: This need be completed only for classroom courses. Show both city and state.
- Provider: Show the name of the school or organization who taught the course (this is not necessarily the same as the name of the course "sponsor.")
- Hours: The number of hours the course was approved for.

#### **CONTINUING EDUCATION AUDITS**

All Kansas appraisers are subject to the post-renewal continuing education audit. A cross-section of 20% of provisional, state licensed, certified residential, and certified general appraisers are selected for audit. Audit notices generally mail the first week of July and your response is required within 14 days. Follow-up audits are sent at the end of July, August, and September to include those appraisers renewing after the current expiration date.

### SUBMITTING YOUR RENEWAL

- To be considered "on-time," your properly completed renewal application and fee must be postmarked no later than June 1, 2009 (as May 31 falls on a Sunday). Renewals post-marked, faxed, e-mailed, or walked-in after June 1 will be subject to a \$50 late fee.
- If you are paying by check, make it payable to THE KANSAS REAL ESTATE APPRAISAL BOARD or KREAB.
- REVIEW YOUR APPLICATION AND CHECK/CHARGE AUTHORIZATION PRIOR TO SUBMITTING. The following are some of the most common reasons for return of a renewal:
  - Failure to answer all questions or failed to provide the additional information required for each question answered "yes."
  - Failure to sign and date the application.
  - Failure to properly log the required continuing education.
  - Failure to submit the appropriate fee or to properly complete and sign the charge authorization.
- Renewals may be submitted to the Board via mail, fax, or e-mail.

Kansas Real Estate Appraisal Board Jayhawk Tower, Roof Garden Level 700 SW Jackson, Ste. 1102 Topeka, KS 66603

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